

# California Housing Finance Agency Job Opportunity

## Student Assistant – Financing

Salary Range	\$7.86 – 10.47 hourly depending on units earned and/or prior State service.
Final File Date	September 25, 2006
Division	Financing Division
Specific Location	14 <sup>th</sup> & L Streets, Downtown Sacramento
Tenure & Time base	Temporary & Part-time
Number of Positions	One
Questions?	Contact Lisa Bixler at 916-322-1948 or lbixler@calhfa.ca.gov. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Those who are continuously enrolled in a college or university program, preferably an upper-division undergraduate or graduate program.
How to Apply	Submit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available on the State Personnel Board's website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> or by contacting CalHFA. <b>Please specify that you are interested in position #108 on your application.</b>
Duties	<p><b><u>Duties:</u></b></p> <p>Under the general supervision of the CalHFA Financing Risk Manager, this position assists the Financing Risk Manager on matters related to evaluating the various risks related to all of CalHFA's assets and liabilities. Duties include administration of a debt management database and performing calculations to help determine various financial risks of the Agency.</p> <p><b><u>Preferred Experience:</u></b></p> <p>The ideal candidate should possess proficiency in MS Excel and MS Access and have strong math skills. Proficiency in programming is a plus. Knowledge of finance is also a plus. Candidate should be motivated, eager to learn and be able to initiate and complete projects.</p> <p><b><u>Preferred Education:</u></b></p> <p>Must be enrolled in a minimum of 6 semester (4 graduate) or 9 quarter (6 graduate) units at an accredited college or university during Spring and Fall. Interested in graduate or upper-division undergraduate student. Any educational background is acceptable, though those seeking an economics, finance, mathematics or statistics degree are preferred.</p>
<p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	
9/11/2006	